

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**OFFICE OF PLANT INDUSTRY SERVICES**

102 Governor Street, Richmond, VA 23219  
Phone: (804) 786-3514 · Fax: (804) 786-1571 · [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

Revised February 2012

**Who needs a Fertilizer license?**

Any person whose name appears upon the label of any regulated product as a distributor shall obtain a license to distribute in the Commonwealth of Virginia. Any person who distributes regulated product shall obtain a license prior to distributing any regulated product. A license is required for each manufacturing location that distributes any regulated product within the Commonwealth of Virginia.

- A distributor refers to any person who imports, consigns, manufactures, produces, compounds, mixes, blends or in any way alters, the chemical or physical characteristics of a regulated product, or to offer for sale, sell, barter, warehouse or otherwise supply regulated product in the Commonwealth.
- Products regulated under the Virginia Fertilizer Law include commercial fertilizers, specialty fertilizers, soil amendments and horticultural growing medium. Soil conditioners are regulated under the requirements of a soil amendment.

**What Fertilizer products need to be registered?**

In addition to licensing requirements, any person whose name is on the label of and who distributes in the Commonwealth any specialty fertilizers, soil amendments or horticultural growing mediums shall apply for registration for such specialty fertilizer, soil amendment, or horticultural growing medium.

	<b>Fees</b>
Fertilizer License	\$50/year
Fertilizer Contractor/Applicator Permit	\$50/year
Registration For Each Specialty Fertilizer Product	\$50/year
Registration For Each Soil Amendment or Horticultural Growing Media	\$100/year
Inspection Fee	\$0.25 per ton or \$35.00 minimum, whichever is greater

**Filing Instructions for Fertilizer Licenses and Product Registrations**

The following documents are required for Fertilizer Licensing and Product Registration:

1. Completed [Virginia Fertilizer License Application](#).
2. Remit \$50 license fee along with the application.
3. Completed [Application for Registration of Specialty Fertilizers, Soil Amendments and Horticultural Growing Media](#).
4. Remit \$50 for each Specialty Fertilizer, \$100 for each Soil Amendment and \$100 for each Horticultural Growing Media along with the product registration application.
5. Submit current and legible labels for each product to be registered.

**Who Pays Fertilizer Inspection Fees?**

The Virginia Fertilizer Law requires any person who distributes or sells regulated products in Virginia to a non-licensee to pay an annual inspection fee. The inspection fee is thirty-five dollars (\$35.00) or twenty-five cents (\$0.25) per ton sold, whichever is greater, per tonnage reporting year. The reporting year for regulated products is July 1 through June 30. The manufacturer or guarantor shall file the tonnage report and pay the inspection fee by August 1 of each year.

### **Who Files Annual Fertilizer Statistical Tonnage Reports?**

The Virginia Fertilizer Law requires that any person who distributes or sells regulated products to a non-licensee shall complete an annual statistical tonnage report. Section 3.2-3610 of the Code of Virginia provides for any person required to submit statistical tonnage information to do so in one of the following formats:

- (a) on a summary form prescribed by the Commissioner; or
- (b) a summary report by electronic transfer, utilizing the Uniform Fertilizer Tonnage Reporting System (UFTRS).

Other forms of reporting will not be accepted. ZERO tons of regulated products sold during the reporting year must still be reported. The reporting year for regulated products is July 1 through June 30. The manufacturer or guarantor shall file the annual statistical tonnage report by August 1 of each year. Reports received 15 working days after the August 1 filing date shall be assessed a \$35.00 late fee.

**Information and forms for the renewal of the fertilizer license and product registrations are sent to current registrants in May of each year.**

**Information and forms for the payment of inspection fees and reporting of statistical tonnage are sent to current registrants in June of each year.**

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**VIRGINIA FERTILIZER LICENSE APPLICATION**

Please complete all information as requested. Application is hereby made by the undersigned for a license as a distributor or manufacturer of regulated fertilizer products in the Commonwealth of Virginia, as defined by §3.2-3600 of the Virginia Fertilizer Law.

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal Identification/Tax Number: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_ Fax (including area code): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Application is hereby made to sell/distribute the following categories of fertilizer in the Commonwealth of Virginia (check all categories that apply):

	<b>Commercial Fertilizer (Farm Use)</b> Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use or claimed to have value in promoting plant growth
	<b>Specialty Fertilizer (Any Size Package &amp; Bulk)</b> A fertilizer distributed for non-farm use, including but not limited to, home gardens, lawn, shrubbery, flowers, golf courses, municipal parks, cemeteries, greenhouses and nurseries.
	<b>Soil Amendment (Any Size Package &amp; Bulk)</b> Any substance or mixture of substances, intended to improve the physical, chemical, biochemical, biological, or other characteristics of the soil. The following are exempt from the definition of soil amendment: fertilizer, un-manipulated or composted animal and vegetable manures, horticultural growing media, agricultural liming materials, unmixed mulch and unmixed peat.
	<b>Horticultural Growing Media (Any Size Package &amp; Bulk)</b> Any substance or mixture of substances which is promoted as or is intended to function as an artificial soil for the managed growth of horticultural crops.

I certify that I understand my legal responsibilities and shall guarantee compliance with all provisions of the *Virginia Fertilizer Law*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above named party makes application for this license and agrees to comply with all applicable laws, rules and regulations. Make checks payable to **Treasurer of Virginia**.

**Completed application and \$50.00 license fee should be sent to:**

**Virginia Department of Agriculture & Consumer Services  
PO Box 526  
Richmond, Virginia 23218-0526**

Finance: 885-02142

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**APPLICATION FOR REGISTRATION OF SPECIALTY FERTILIZERS, SOIL AMENDMENTS AND HORTICULTURAL GROWING MEDIA**

Business Name: \_\_\_\_\_ Registrant No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal Identification/Tax Number: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_ Fax (including area code): \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Contact name (if different from Authorized Representative): \_\_\_\_\_

Complete for new or revised products only – labels must be submitted with registration application

Product No.	Code	Product Name	Nt. Wt.	Total Nitrogen	Nitrogen In form of Nitrate	Water Insoluble Nitrogen	Available Phosphorus	Available Potash	Cl	Ca	Mg	S	B	Cu	Fe	Mn	Mo	Na	Zn

Fee Calculations:

Code	Category	# of Products	Fee (each)	Total Due
SF	Specialty Fertilizer (885-02104)		\$50.00	
SA	Soil Amendment (885-02104)		\$100.00	
HGM	Horticultural Growing Media (885-02104)		\$100.00	
<b>Total Fees Submitted</b>				\$

**MAKE CHECKS PAYABLE TO:**

**TREASURER OF VIRGINIA**

Mail completed application & fees to:  
**Virginia Department of Agriculture  
and Consumer Services  
PO Box 526  
Richmond, VA 23218-0526**



## INSTRUCTIONS FOR COMPLETING THE SUMMARY FORM FOR REPORTING TONNAGE OF FERTILIZER SOLD IN COUNTIES IN VIRGINIA

1. Complete top portion of form (Business name and complete address).
2. Sign the form.
3. County - List each county code (using attached list) in numerical order.
4. Tons - Enter the number of tons or portion thereof.
5. Grade and Material - Combine same grade or material for a particular county and enter total amount. Enter secondary nutrients last for a particular county.
6. Bag, Bulk, or Liquid - Enter the appropriate number code (Bag = 1, Bulk = 2, or Liquid = 3) for each grade.
7. Farm or Non-Farm (Specialty) - Specify only one or the other for a particular grade by placing an "X" in the appropriate block.

# COMMONWEALTH OF VIRGINIA

## COUNTY CODE (FIPS) TABLE IN LOCATION NAME ORDER

County Code/County Name	County Code/County Name	County Code/County Name
001 ACCOMACK	067 FRANKLIN COUNTY	137 ORANGE
003 ALBEMARLE	069 FREDERICK	999 OUT OF STATE
510 ALEXANDRIA	630 FREDERICKSBURG	139 PAGE
005 ALLEGHANY	640 GALAX	141 PATRICK
007 AMELIA	071 GILES	730 PETERSBURG
009 AMHERST	073 GLOUCESTER	143 PITTSYLVANIA
011 APPOMATTOX	075 GOOCHLAND	735 POQUOSON
013 ARLINGTON	077 GRAYSON	740 PORTSMOUTH
015 AUGUSTA	079 GREENE	145 POWHATAN
017 BATH	081 GREENSVILLE	147 PRINCE EDWARD
515 BEDFORD CITY	083 HALIFAX	149 PRINCE GEORGE
019 BEDFORD COUNTY	650 HAMPTON	153 PRINCE WILLIAM
021 BLAND	085 HANOVER	155 PULASKI
023 BOTETOURT	660 HARRISONBURG	750 RADFORD
520 BRISTOL	087 HENRICO	157 RAPPAHANNOCK
025 BRUNSWICK	089 HENRY	760 RICHMOND CITY
027 BUCHANAN	091 HIGHLAND	159 RICHMOND COUNTY
029 BUCKINGHAM	670 HOPEWELL	770 ROANOKE CITY
530 BUENA VISTA	093 ISLE OF WIGHT	161 ROANOKE COUNTY
031 CAMPBELL	095 JAMES CITY	163 ROCKBRIDGE
033 CAROLINE	097 KING AND QUEEN	165 ROCKINGHAM
035 CARROLL	099 KING GEORGE	167 RUSSELL
036 CHARLES CITY	101 KING WILLIAM	775 SALEM
037 CHARLOTTE	103 LANCASTER	169 SCOTT
540 CHARLOTTESVILLE	105 LEE	171 SHENANDOAH
550 CHESAPEAKE	678 LEXINGTON	173 SMYTH
041 CHESTERFIELD	107 LOUDOUN	175 SOUTHAMPTON
043 CLARKE	109 LOUISA	177 SPOTSYLVANIA
560 CLIFTON FORGE	111 LUNENBURG	179 STAFFORD
570 COLONIAL HEIGHTS	680 LYNCHBURG	790 STAUNTON
580 COVINGTON	113 MADISON	800 SUFFOLK
045 CRAIG	683 MANASSAS	181 SURRY
047 CULPEPER	685 MANASSAS PARK	183 SUSSEX
049 CUMBERLAND	690 MARTINSVILLE	185 TAZEWELL
590 DANVILLE	115 MATHEWS	810 VIRGINIA BEACH
051 DICKENSON	117 MECKLENBURG	187 WARREN
053 DINWIDDIE	119 MIDDLESEX	191 WASHINGTON
595 EMPORIA	121 MONTGOMERY	820 WAYNESBORO
057 ESSEX	125 NELSON	193 WESTMORELAND
600 FAIRFAX CITY	127 NEW KENT	830 WILLIAMSBURG
059 FAIRFAX COUNTY	700 NEWPORT NEWS	840 WINCHESTER
610 FALLS CHURCH	710 NORFOLK	195 WISE
061 FAUQUIER	131 NORTHAMPTON	197 WYTHE
063 FLOYD	133 NORTHUMBERLAND	199 YORK
065 FLUVANNA	720 NORTON	
620 FRANKLIN	135 NOTTOWAY	